



PARKS AND RECREATION DEPARTMENT

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PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: February 4, 2021

Subject

Proposed Project Evaluation Criteria and Process

Recommended Action

Review and approve the proposed project evaluation criteria and process.

Discussion

At their January 7, 2021 meeting, the Parks and Recreation Commission discussed the criteria and process for providing evaluations regarding projects and programs that come to the Commission.

The topics for discussion included the following:

- Establishing due dates
- Guidelines for extensions
- Methods for submitting evaluations
- Transparency of when data and evaluations are submitted

Staff is recommending that the Commission review and approve the proposed project evaluation criteria and process (Attachment A), based on the feedback provided at the January 7 meeting.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

Prepared by: Whitney Zeller, Administrative Assistant

Reviewed by: Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

Attachments:

A - Project Evaluation Criteria and Process - Commissioner Feedback